



NEBRASKA DEPARTMENT OF EDUCATION  
PERSONNEL REQUEST

For HR Use Only – Posting Date  
5/21/10

Classification Title: VR Service Specialist Working Title: VR Service Specialist–Counseling/Transition Position Number: 013-51151

Position Covered By: ☒ Bargaining Unit ☐ NDE Personnel Rules

FLSA Status: ☒ Non-exempt ☐ Exempt

Position Type: ☒ Permanent ☐ Contract ☐ Fixed-Term

☒ Full-time ☐ Part-time ( \_\_\_\_\_ FTE)

Section: Vocational Rehabilitation

Work Location: Lincoln

\*Starting Annual Salary: \$31,311.07 - \$32,876.62\* Paygrade: 42

Available: ☒ Immediately ☐ \_\_\_\_\_

(\*Commensurate with qualifications and experience if salary range is posted)

### QUALIFICATIONS

Note: Successful candidate must pass a background screen.

Required:

Bachelor's degree in Vocational Rehabilitation, Counseling, Social Work or directly related area. Majors in other disciplines may be considered with a minimum of two years work experience in a professionally related area.

Preferred:

Experience interacting with persons with significant disabilities

Bilingual in English/Spanish

### ESSENTIAL FUNCTIONS

- Provides client orientation
- Arranges job shadowing experiences and informational interviews
- Analyzes and synthesizes client medical, demographic and employment information
- Analyzes client strengths and barriers
- Makes appropriate referrals to community resources
- Provides individualized planning and Individualized Plan for Employment (IPE) development
- Provides information about jobs and their requirements
- Provides transition services to students
- Participates in client staffings
- Provides career counseling
- Uses the electronic case service data system (QUEST)
- Possesses a valid driver's license, travels independently and works in a variety of settings

**Persons with disabilities and those from ethnic and racial minority groups are encouraged to apply.**

#### APPLICATION DEADLINE

**O P E N**

If the application deadline is listed as "open," this position will be open for a minimum of ten (10) work days from the posting date listed in the upper right corner. After that date, contact Human Resources at 402-471-9234 for current information on job availability.

The following materials are required in addition to the State of Nebraska job application:

- ☒ Resume
- ☒ Cover letter describing how the required and preferred qualifications are met
- ☐ Current or last annual salary
- ☒ Copy of college transcript ☐ Official ☒ Unofficial

Apply online at [statejobs.nebraska.gov](http://statejobs.nebraska.gov) or submit application materials to the address below.

**Katie Helzer**  
**Nebraska Vocational Rehabilitation**  
**3901 N. 27th St. Suite 6**  
**Lincoln, NE 68521**

The Department of Education is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, creed, age, sex, national origin, marital status, or disabling condition in conformity with applicable laws. [The Director of Human Resources](#) (at the above address; phone 402-471-4736) [is the contact for concerns for Section 504 \(prohibits disability discrimination\), Title IX \(prohibits sex discrimination\),](#) and other laws and regulations regarding equal employment opportunities and rights.